

THE CHARTERED GOVERNANCE INSTITUTE

POSITION DESCRIPTION

POSITION:	Director General
RESPONSIBLE TO:	Council
REPORTS TO:	President
DIRECT REPORTS:	Policy Advisor Internal/External Company Secretarial/Administrative Support
INTERNAL CONTACTS:	Institute Secretary Division Chief Executives Division President/Chair
EXTERNAL CONTACTS:	Supra-National organisations Professional Associations and Federations Privy Council Other identified organisations
COMMITTEES:	Professional Standards Committee Thought Leadership Committee Constitutional Agreements Committee
OVERALL RESPONSIBILITY:	<p>Provide leadership in the development and execution of the Global Institute's purpose, long-term strategy, and vision.</p> <p>Under the direction of Exco and reporting to Council, the DG acts as a custodian of Global Institute's brand with a mandate to work with Divisions to encourage the growth of the organisation through enhancement of the institute's reputation and profile.</p> <p>To act and report as detailed and required in the delegated authority policy approved by Council and monitored by Exco.</p> <p>Represent the Global Institute externally to Governments and Regulators, Members, Professional Associations, International Federations, Supra-National organisations and other stakeholders,</p> <p>Work collaboratively with Council members, Division Presidents/Chairs, Chief Executives, Institute Secretary, and other internal relationships to provide leadership and direction.</p>

PURPOSE & OBJECTIVE: To ensure that Global Institute is highly effective, adheres to its purpose, and makes a substantial and positive contribution to the Institute's Divisions, while working to ensure the Global Institute is recognised internationally as a leading voice for the practice of good governance .

KEY RESULT AREAS: Work with the Professional Standards Committee (PSC), and Divisions to ensure that the Institute continues to provide a globally preeminent Governance qualification, both in terms of content and delivery.

Sound financial and administrative management outcomes.

Maintain a positive and constructive relationship with the Council, Exco, Divisional leaders, members and all internal stakeholders and staff.

Build a strong consensus on the Institutes purpose and direction. To enable agreement on and implementation of a soundly developed strategic direction, robust monitoring and review of progress and performance.

Maintain and develop a robust and effective advocacy and media presence in the eyes of members, Supra-National organisations, Professional Associations, International Federations and other stakeholders.

KEY RESPONSIBILITIES:

Strategy

- In conjunction with the Council and Divisions, lead the development of the Institute's global strategic plan and its implementation.
- Provide appropriate support and analysis to inform Council decision making with respect to ongoing policy and resource allocation issues.
- Work collaboratively with Council and Divisions to ensure effective implementation of agreed strategic initiatives.
- Continually seek, promote and facilitate opportunities through innovation, working together and change management to improve the effectiveness and reputation of the Global Institute and Divisions.

Advocacy and thought leadership.

- Represent and enhance the standing of the Global Institute in the eyes of key stakeholders and position the Institute as a key influencer of governance frameworks and the voice for good governance.

- Provide guidance and technical input to the development of the Global Institute's thought leadership agenda and Thought Leadership Committee.
- Provide guidance and management to the Global Institute's Policy Advisor.

Diplomacy and Cultural Sensitivity

- The ability to navigate diplomatic channels, build consensus amongst diverse member divisions, global professional, and other types of organisations. Being cognisant of and having a deep appreciation for the cultural nuances is essential.

Brand integrity and promotion

- Promote the brand of the Global Institute including, but not limited to, mass-media channels such as social media, webinars, events, conference addresses and media statements.
- Ensure all the Global Institute's activities, statements and presence are consistent with and underpin its purpose and vision.

Committees

- Ensure the Council, Honorary Officers/Exco and President receive the levels of support necessary to conduct their roles to expected standards.
- Ensure the Professional Standards Committee and its Chair receive the levels of support necessary to conduct their roles to expected standards.
- Provide guidance and support to the Thought Leadership Committee and its Chair
- Liaise with and participate in activities of the Constitutional Agreements Committee as required or requested to ensure it can fulfil its roles.
- Review the minutes of Council and all Committees.
- With the President, approve all operational/logistical aspects of meetings of Council and all Committees.
- Ensure all committees' Terms of Reference are reviewed and updated regularly.

Governance

- Provide leadership in managing any significant changes to the Charter & byelaws, including communication with members, drafting of governance documents and liaising with the Privy Council.
- Author communications with members including, but not limited to, the Annual Report, Report of Council Meetings, President's addresses.
- Monitor and keep the Council informed of any policy, legal, compliance or governance related matters that may require Council attention.

Operations

- Oversee all administrative activities, including, but not limited to, preparation of management and financial accounts, payments and receipts, licences, meeting administration, external correspondence.
- Oversee the implementation and administration of any virtual and social media channels, including, but not limited to, the Global website, etc.
- Manage relationships with any External Administration Support and consultants engaged periodically.

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